



# DEPARTMENT OF CORPORATIONS

## JOB OPPORTUNITY

Arnold Schwarzenegger, Governor

Preston DuFauchard, California Corporations Commissioner

Dale Bonner, Agency Secretary

**Release Date:** February 23, 2007

**CLASSIFICATION:** CORPORATION EXAMINER (Will consider Auditor I applications)  
1 Position – Permanent/Full Time

**FINAL FILING DATE:** March 15, 2007 or Until Filled

**SALARY:** \$3877 - \$5683  
(If Auditor I, the salary is \$3836.00 per month)

**POSITION LOCATION:** Enforcement Division, 71 Stevenson Street, Suite 2100, San Francisco

**DUTIES AND RESPONSIBILITIES** – The Corporation Examiner/Auditor I independently conducts investigations and analysis of complex business operations to identify and obtain evidence of possible violations of the laws administered by the Department. Duties include: assisting in the preparation of subpoenas, obtaining and maintaining documentary evidence, planning, organizing and conducting analysis of complex financial transactions, preparing reports and interviewing witnesses, preparing for and testifying at administrative, civil and criminal proceedings. The enforcement examiner works closely with division staff including counsel and other personnel within and outside the department. The position may require some traveling.

### **DESIRABLE QUALIFICATIONS**

- ◆ Excellent interpersonal skills.
- ◆ Effective communication skills.
- ◆ Auditing and/or accounting experience.
- ◆ Excellent analytical skills.
- ◆ Ability to work independently with little supervision.
- ◆ Knowledge of Microsoft Word, Excel and other computer programs.
- ◆ Works well under pressure.
- ◆ Willingness to travel.
- ◆ Willingness to accept additional responsibility.

**WHO MAY APPLY** – State employees who are currently at the Auditor I or Corporation Examiner level, those within transfer range or individuals with list eligibility who are reachable (in the top three ranks) are encouraged to apply. For further technical information regarding the position, please contact Jeffrey Nielsen at (213) 576-7632, CALNET 8-649-7632. **PLEASE SEND A COMPLETED APPLICATION TO THE PERSON AND ADDRESS PROVIDED BELOW.** (Please include your social security number for eligibility verification and indicate **RPA #06-ENF00XX** under the job title).

### **SUBMIT APPLICATION AND RESUME TO:**

Department of Corporations  
Human Resources Office  
Attention: Mabel Miramon  
1515 K Street, Suite 200  
Sacramento, CA 95814  
(916) 445-2953 or CALNET 8-485-2953

RPA #06-ENF00XX(CA)

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.  
IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE.  
THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.